



Office of the City Clerk

Weekly Report – for Week Ending October 2, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Clerk Annual Employee Appreciation and Awards Ceremony - The annual event was held this week to introduce new employees, recognize excellent attendance, distribute service pins and to hand out awards to individuals and projects for outstanding performance.

Neighborhood Council Elections

The online voting vendor Everyone Counts (E1C) demonstrated the new Voter Registration prototype module, which incorporated the rules from the Ballot Voting Models (BVM). The City Clerk and EmpowerLA have been providing E1C feedback to further improve the logic that drives the Voter Registration module. The vendor E1C will continue development.

A presentation on the candidate filing website and procedures were made at the 2015 Congress of Neighborhood meeting last weekend.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	21/2
Number of Notices/Publications	24
Number of Contracts Attested	79
Number of Council Files Created	92
Number of Claims Received	118
Number of Referrals	27
Number of Council Meetings	0
Number of Committee Meetings	0

Neighborhood and Business Improvement Districts:

Staff attended the 61st Annual International Downtown Association Conference in San Francisco, CA. The Conference focused on how innovation, inclusion and inspiration bridge common issues facing downtowns and urban districts from coast to coast, and provided networking opportunities with colleagues in other cities, states, and countries.

Staff attended the Clean Streets Initiatives Working Group meeting where the discussion centered on outreach for participation by the Neighborhood Councils in the Mayor's Volunteer Corps and clean street assessment ratings.

Work continued with the City Attorney's Office and the LA BID Consortium to establish a training session for the businesses within business improvement districts on the new Minimum Wage Ordinance. The training will be November 3, 2015.

A proposal from a professor from Texas A&M University, Department of Landscape Architecture and Urban Planning, requesting City Clerk collaboration/community partnership for a grant application to study business improvement districts, was reviewed and approved.

Secured Encryption for Council Files, Journals and Council Referrals Search - The Information Technology Agency moved the Netdocs Early Notification System (ENS) to a secured and encrypted server per City Clerk's request. This will allow the public to have a secured connection when searching for Council files, journals, and referrals.

Committee Meetings Transcripts - Staff is working with the vendor Teleperformance on providing archived transcripts for 18 committees meetings. Two sample transcript files were validated against the video and audio files. The result was 99% accurate. The vendor will provide quotes for live captioning for 18 committees. This is for ADA compliance.

TOP ITEMS

- **City Clerk Annual Employee Appreciation and Awards Ceremony**
- **Attendance at the 61st Annual International Downtown Association Conference**
- **Enhanced Security for Council Files, Journals, and Referrals Searches Implemented**
- **Voter Registration System Development and Testing for NC Elections**



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Records Storage RFP - We have received a second protest of the vendor selection. We will work to resolve that as soon as possible. We have responded to all questions raised in the first protest received.

Historical Archives Research - The Mayor's Office inquired about past mayoral Chiefs of Staff; a citizen researched the history of the municipal code section dealing with private contractors for the City; and a citizen researched the history of Serrania Park.

Fiscal/AB1290/Council/General City Purposes - The Annual Trust Fund Reports were completed. 1 contract was drafted, 3 executed and there are 10 close-out contracts in progress.

Personnel - Staff held 6 new employee orientations and 1 FMLA orientation; coordinated preparations for the Annual Recognition of City Clerk staff ceremony; continued coordination with the Personnel Department on various upcoming exams; assisted staff with several ergonomic evaluations; disseminated new mileage placards for 2016 renewals for Council and Mayoral staff; and continued working with GSD Badging Unit to update and streamline badging procedures.

ISSUES

None to report.

UPCOMING. . .

None to report.